



# Intel® Easy Steps

Create a Simple Website

## Creating a Simple Website

As more and more people are using the Internet to get information, it has become very important for businesses to have their own Website. The Website not only gives an online presence to your business, but is also a continuous way of promoting your business, and a medium to advertise the product or service.

Think of any business Websites you have seen recently. You can search on the Internet and find one that you like. What kind of information is included in these Websites? A business Website typically contains information about the business, the product or service offered, the contact and location information. You can also include pages which add value to your Website, such as photographs of your product or service, promotions and press releases. There are many ways to create and publish Web Sites. In this activity, you will be using an online service called Google Sites\* to create the Website.

Note: Prior to creating your Website you will need to plan and organize all the required information which includes:

- Decide how many pages and headings you want to include in your Website.
- Decide the information to include in each page.
- Decide the images to include in each page.
- Collect and store images and the information in a folder.

Before you begin using the computer to create your website, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

### A. Select a Website Service

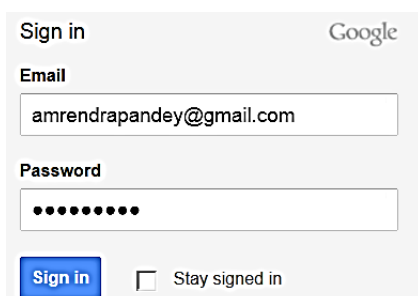
1. Start the web browser. (See Help Guide, Web Technologies Skill 1.1 or 3.1)
2. Click to place your cursor in the Address or Location bar. Type `http://sites.google.com`. (See Help Guide, Web Technologies Skill 1.4 or 3.4)

Note: Make sure that you type the Website address correctly since a typing error may take you to a different Website which may not be the intended one.

3. Press the Enter key on your keyboard or click the Go button. Then, wait as the Web page loads on your computer.

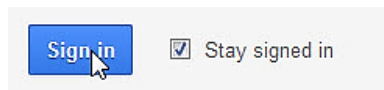
### B. Sign in to Google Sites

1. To be able to create a Website from your Gmail account, you need to be signed in to the account. To sign in to your account, type your Gmail address in the Email box and password in the Password box.



The image shows a screenshot of the Google sign-in interface. At the top left, it says "Sign in" and at the top right, it says "Google". Below this, there are two input fields: "Email" and "Password". The "Email" field contains the text "amrendrapandey@gmail.com". The "Password" field contains a series of dots representing a masked password. At the bottom left, there is a blue "Sign in" button. To the right of the button is a checkbox labeled "Stay signed in", which is currently unchecked.

- Click 'Sign in'. If you want to stay signed in when you open the site next time, please tick the 'Stay signed in' box. You are now signed in to Google Sites.



Note : If you dont have a gmail account please refer to the card - **Email** and create a gmail address .

### C. Create a new website

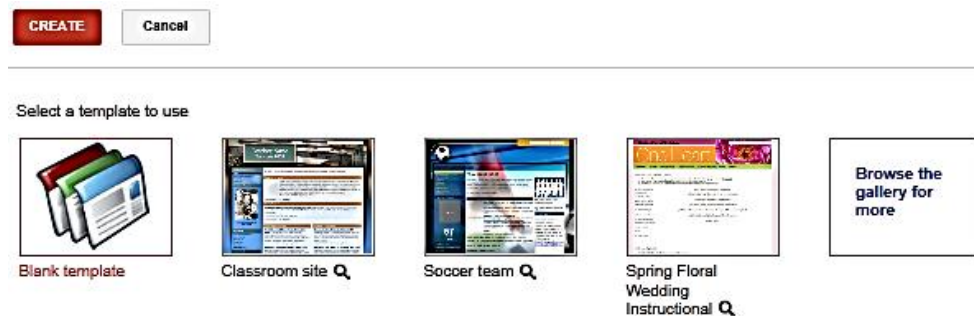
- Click on 'Create'.



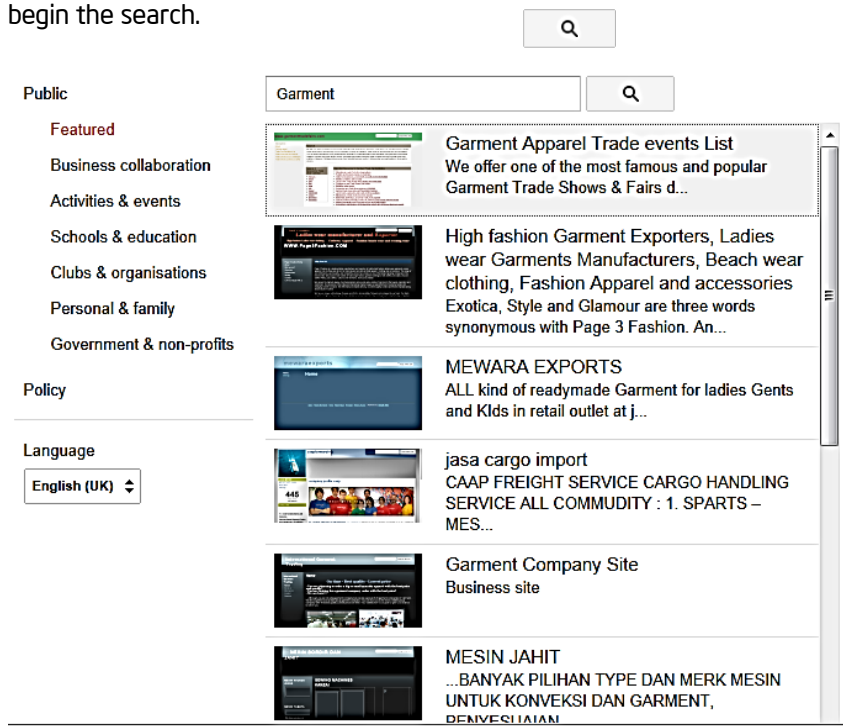
Note: A security warning may appear. Click 'Yes' or 'No' accordingly

- Click to select a template from the displayed templates.

Note: You can choose to select a blank template if you want to create from scratch or you can browse from the gallery to select the template of your choice.



- If you choose to select a template from the gallery, click 'Browse the gallery for more'. You can narrow down your search by typing in keywords in the Search Templates box. Click the search button to begin the search.



- Click to select a template from the list generated. Then, click 'Preview template' to get a preview of the template.



## MEWARA EXPORTS

By subhash cmk  
ALL kind of readymade Garment for ladies Gents and  
Klds in retail outlet at just wholesale price

Preview template

- A new window opens. Click 'Use Template' to select the template of your choice.



- Irrespective of whether you have chosen a blank template or one from the list generated, type a name for your site in the 'Name your site' box.

Note: Sometimes a Website name may already be taken, so it is important that the Website name you create is unique. If the Website name you typed already exists, the page prompts you to choose another Website name.

Name your site:

Sona Handicrafts

Site location - URLs can only use the following characters: A-Z,a-z,0-9

https://sites.google.com/site/ craftsona

Select a theme

More options

Type the code shown:

ficis

ficis

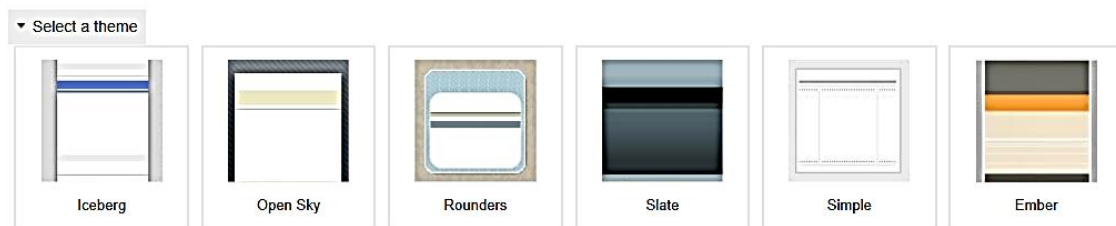
Site location - URLs can only use the following characters: A-Z,a-z,0-9

https://sites.google.com/site/ craftssona

The location you have chosen is not available. Learn more...

You will get the message as shown in the above image if the site name already exists

- Click 'Select a theme' to select a theme for your Website from the options in the drop-down menu.



- To briefly describe what your Website is about, click 'More options' and type in the 'Site description' box.

▼ More options

Site description

The exquisite handicrafts of Rajasthan are

9. Choose who can view your Website by clicking one of the options given.

Share with

- Everyone in the world can view this site.
- Only people I specify can view this site.

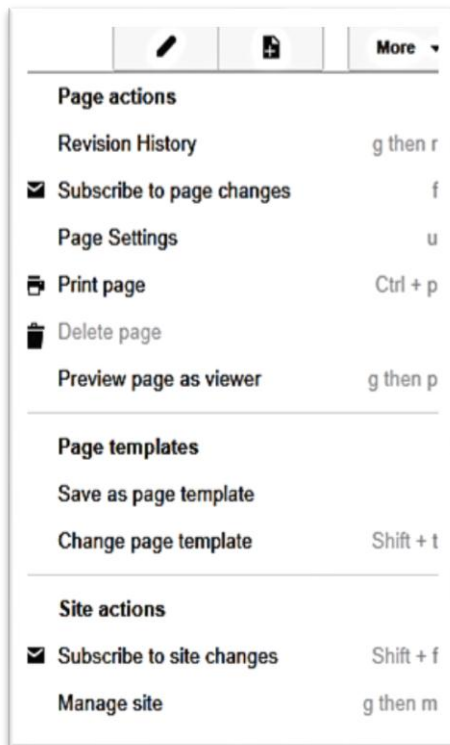
10. Click on 'CREATE'.



11. Your new Website is created.

#### D. Select a layout for your Website

1. Click More -> Manage site.



2. On the left navigation pane, click 'Site layout'.



3. To add your logo, go to header -> Height. Then, click 'change logo'.

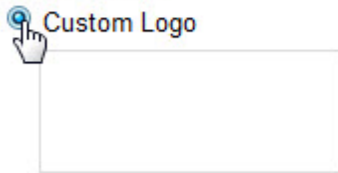
## header

**Height:** Use theme default - [change logo](#)

**Alignment:** Standard, Theme Default - [change](#)

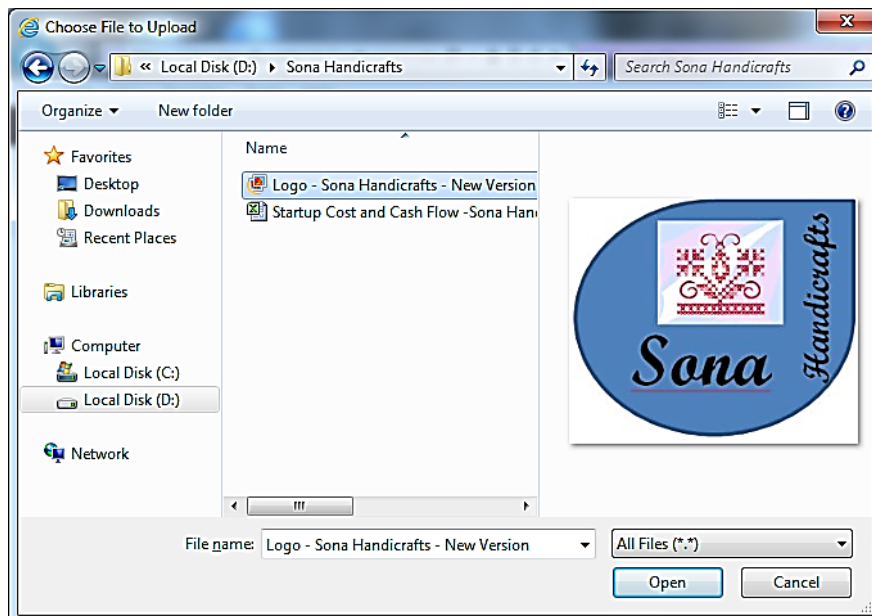
- To personalize your Website, choose 'Custom Logo'. Then click 'Browse'.

### Select Logo:

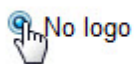


Attach a file:

- Browse and locate the file you want to upload.



- Or, click 'No logo' if you do not wish to have one and then click 'OK'.



- To change the alignment, go to header | Alignment. Then, click 'change'.

## header

**Height:** Use theme default - [change logo](#)

**Alignment:** Standard, Theme Default - [change](#)

- Select the changes you want from the options. Then, click 'OK'.

Change site layout ×

Site width:

use theme default value

Example: 800px or 100%.

---

Include the following:

**Header**

**Height**

Use theme default value

Use logo size

pixels

**Alignment**

Vertical:

Horizontal:

**Horizontal navigation bar**

---

**Sidebar**

**Display**

on the **left**

on the **right**

Width:  pixels

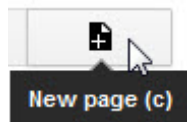
- Click 'SAVE'.



Note: Click on your website element under 'Manage Site' on the Left side to return to home page

## E. Add a Page to your Website

- To create a new page, click New page (c).



- Give your page a title by typing in the Name your page box.

Name your page:

- Select the type of page from the template options given.

Select a template to use ([Learn more](#))

Web Page ▾

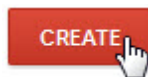
- Web Page
- Announcements
- File Cabinet
- List

4. Select a location of the page. You can also arrange the order of the pages by going to More | Manage Site | Site Layout and editing the Sidebar Navigation.

Select a location:

- Put page at the top level
- Put page under **Home**
  - » Our Products
    - Choose a different location

5. Click 'CREATE'.

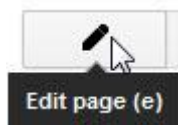


6. Repeat steps 1- 5 to add additional pages to your Website.
7. Return to home page to see the changes made.

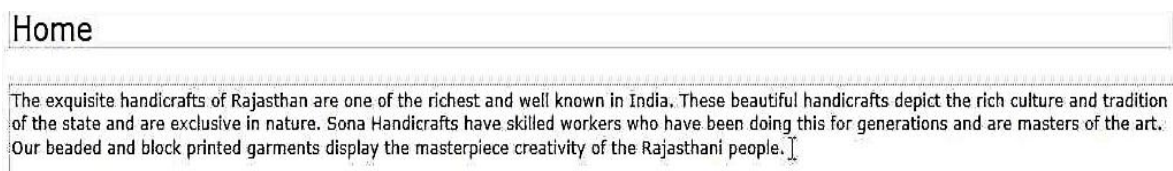
## F. Add Content to your Website

1. To add content or edit existing content to your page, click the Edit page (e) icon. You will notice an editing toolbar will appear. You can choose different layouts for each page by clicking on the Layout button.

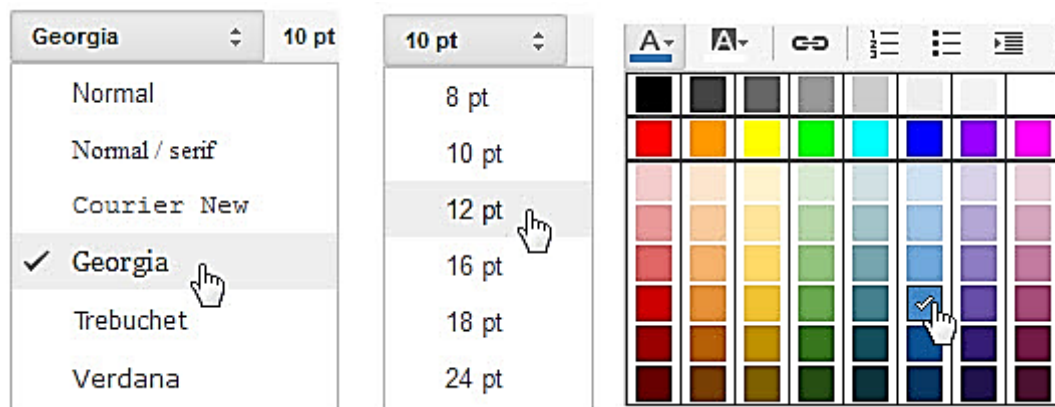
Note: The Edit page and New page icons are located on the top right corner of the page.



2. Type your content in the text box.

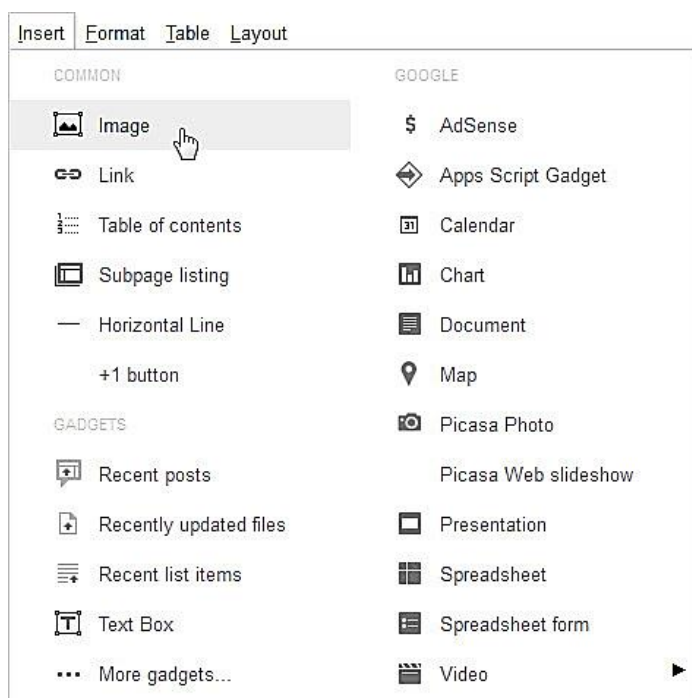


3. Use the tools in the editing toolbar to change the look of your words. For example, you can change the font, size and colour of words.





- Click the 'Insert' button to add objects and applications like an image, a link, maps, calendar, video or documents.



- Click 'SAVE'.

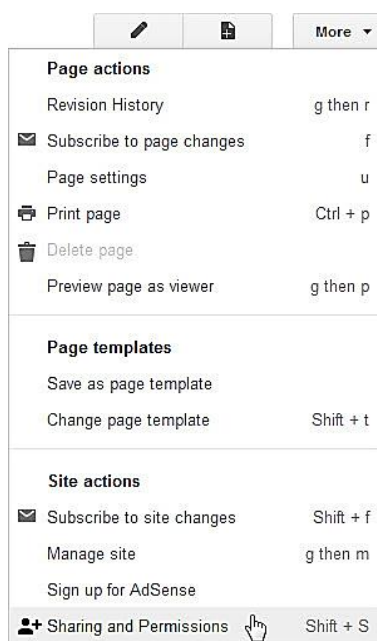


- Repeat steps 1- 4 to add content for the remaining pages in your Website.

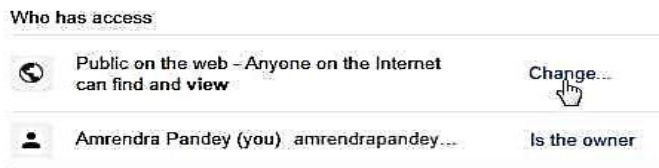
## G. Share your Website

- Click More | Sharing and Permissions.

Note: By default, your Website is available for public viewing.



- To change the sharing options click 'Change'.



- Select who can access your Website from the options listed. Then, click 'Save'.



- After clicking on 'Save', you will get the website link which you can share with friends and associates.



- Sign out of the Google Sites and close all windows opened for the creation of website. To sign out click on your Gmail id that is visible on the top right corner of the screen and click on Sign out.

